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16 Jan 04

Addendum #5

RFP# B03252

Title: Office Supplies, Paper, and Toner

Submission Deadline: EXTENDED to 27 January 04 @ 2:45 PM

- Note that the submission deadline has been extended.
- Eight pages of additional information relating to this solicitation is released for review.
- No further questions shall be entertained.

A handwritten signature in black ink, appearing to read "Jerome D. Moynihan".

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Addendum 5 to RFP # B03252

I. New Toner Pricing Grids

I.A Introduction and Instructions

Rhode Island is providing new pricing grids for Toner products that allow vendors to propose both generic and remanufactured substitutes to the products included on the Rhode Island Toner Contract List.

These new toner pricing grids can be received in an electronic copy from Rhode Island by sending an email to eresponse@purchasing.state.ri.us with "TONER3252" in the "Subject" header of the email. An MS Excel version of the new pricing grids will be sent back.

These new Cost Proposal grids G.1 – G.3 will replace Cost Proposal Grids C.2 and D.2 included in Addendum 1 to this RFP.. Please use these grids (G.1, G.2 and G.3) to submit a proposal to Rhode Island on Toner pricing, and not the old grids C.2 and D.2.

Instructions on these new toner pricing grids are provided below. Responses should be submitted to Rhode Island based on the requirements as explained in Section II of the RFP.

I.B Original Equipment Manufacturer Toner Items

In this section, Rhode Island is requesting pricing for the exact, new items listed, from the original manufacturer. If a particular item is not available, the Bidder may propose an alternative, equivalent and compatible new brand-name product from an original equipment manufacturer. Remanufactured and generic substitutes will NOT be accepted in this section, but can be proposed in Pricing Grid G.2 and/or G.3. For each item on the list, please indicate whether it is an exact match to the item requested.

I.B.1 Pricing Grid G.1 – Toner Contract List

Rhode Island has provided the following fields of information in this pricing grid for Bidders to use in completing this bid:

- Line Number (for tracking purposes)
- Manufacturer Name
- Manufacturer Code (three-letter abbreviation of manufacturer name)
- Manufacturer SKU Number
- Product Description
- Unit of Measure (UOM)

Rhode Island is requesting the following information from Bidders in submitting proposed pricing:

- Manufacturer Name
- Manufacturer Code (three-letter abbreviation of manufacturer name)
- Manufacturer SKU Number
- Bidder Product ID (if Bidder uses Manufacturer SKU Number, please replicate that entry in this field as well)
- Unit of Measure (UOM)
- Item Quantity per UOM
- Product Description
- Unit List Price (from Bidder catalog)
- Unit Offer Price to Rhode Island
- Exact match (YES/NO) – “YES” if the product offered is an exact match of manufacturer and SKU number provided, or “NO” if an alternative product is proposed

I.C Substitute Toner Items

For each of the items included for bid in Rhode Island's Contract List on Toners, Bidders are invited to propose a **lower cost substitute** item that the Bidder, with its expertise in this category, believes to be an item that meets the minimum Rhode Island requirement. Please only propose substitutes for those line items that you think have reasonable, lower-cost alternatives of comparable quality. In this section, Bidders are invited to propose remanufactured and generic substitutes for Toner products in the Contract List.

I.C.1 Pricing Grid G.2 – Toner Substitute List – Remanufactured Items

Please propose pricing for **remanufactured** equivalents to the Toner items on the Contract List in this pricing grid.

Rhode Island has provided the following fields of information in this pricing grid for Bidders to use in completing this bid:

- Line Number (for tracking purposes)
- Manufacturer Name
- Manufacturer Code (three-letter abbreviation of manufacturer name)
- Manufacturer SKU Number
- Product Description
- Unit of Measure (UOM)

Rhode Island is requesting the following information from Bidders in submitting proposed pricing:

- Manufacturer Name
- Manufacturer Code (three-letter abbreviation of manufacturer name)
- Manufacturer SKU Number
- Bidder Product ID (if Bidder uses Manufacturer SKU Number, please replicate that entry in this field as well)
- Unit of Measure (UOM)
- Item Quantity per UOM
- Product Description
- Unit List Price (from Bidder catalog)
- Unit Offer Price to Rhode Island

I.C.2 Pricing Grid G.3 – Toner Substitute List – Generic Items

Please propose pricing for **generic** equivalents to the Toner items on the Contract List in this pricing grid.

Rhode Island has provided the following fields of information in this pricing grid for Bidders to use in completing this bid:

- Line Number (for tracking purposes)
- Manufacturer Name
- Manufacturer Code (three-letter abbreviation of manufacturer name)
- Manufacturer SKU Number
- Product Description
- Unit of Measure (UOM)

Rhode Island is requesting the following information from Bidders in submitting proposed pricing:

- Manufacturer Name
- Manufacturer Code (three-letter abbreviation of manufacturer name)
- Manufacturer SKU Number
- Bidder Product ID (if Bidder uses Manufacturer SKU Number, please replicate that entry in this field as well)
- Unit of Measure (UOM)
- Item Quantity per UOM
- Product Description
- Unit List Price (from Bidder catalog)
- Unit Offer Price to Rhode Island

II. Remanufactured and Generic Toner Specifications

Bidders must include detailed specifications for ALL proposed remanufactured and generic toners included in the Toner Cost Proposal. These specifications must include information regarding the components replaced in remanufactured toners, the number of times reconditioned, the number of copiers made, etc. These specifications must be included with bid responses and submitted no later than the RFP submission deadline.

III. Toner Recycling Program

Rhode Island is interested in recycling its toner cartridges and is requiring bidders to submit a proposal for a State-wide toner recycle program. Bidders must provide an in-depth description specifying the recommended Toner Recycling program. This proposal must be included with bid responses and submitted no later than the RFP submission deadline.

IV. Additional Paper Pricing for Pallet and Truckload Quantities

In addition to the Paper pricing grids C.3 (Carton Contract List) and C.4 (Ream Contract List), Bidders making offers for Paper products are requested to submit pricing on the enclosed Paper pricing grid: **H.1 – Pallet and Truckload Contract List**.

A new pricing grid for Pallet and Truckload pricing can be received from Rhode Island in an electronic copy by sending an email to eresponse@purchasing.state.ri.us with "PAPER3252" in the "Subject" header of the email. An MS Excel version of this new pricing grid will be sent back.

As part of the Paper usage figures included in Addendum 2 of this RFP, agencies and institutions within the State purchase approximately 10,000 –12,000 cases of #4 Xerographic Bond, 8.5" x 11", 20# paper per year in pallet (40 cartons per pallet) or truckload-size order quantities. In the following pricing grid, please indicate pricing for this paper type if ordered in the following quantities:

- Pallets
- Entire truckloads

Instructions for this new grid for pallet and truckload quantity pricing are provided below. Responses should be submitted to Rhode Island based on the requirements as explained in Section II of the RFP.

IV.A Pricing Grid H.1 – Pallet and Truckload Contract List

IV.A.1 Pallet Pricing

Rhode Island has provided the following fields of information in the pricing grids for Bidders to use in completing this bid:

- Line number (for tracking purposes)
- Product Description
- Item Specifications:
 - Weight
 - Size
 - Color
 - Recycled / Non-recycled

Rhode Island is requesting the following information from Bidders in submitting proposed pricing for Paper products:

- For each order size requested by Rhode Island, please provide the following:
 - Premium Brand with the following data points:
 - Manufacturer Name
 - Manufacturer Code
 - Manufacturer SKU Number
 - Sheets per Carton
 - Cartons per Pallet
 - List Price per Pallet (from Bidder catalog)
 - Offer Price per Pallet
 - House or Private Label with the following data points:
 - Manufacturer Name
 - Manufacturer Code
 - Manufacturer SKU Number
 - Sheets per Carton
 - Cartons per pallets
 - List Price per Pallet (from Bidder catalog)
 - Offer Price per Pallet

IV.A.2 Truckload Pricing

Rhode Island has provided the following fields of information in the pricing grids for Bidders to use in completing this bid:

- Line number (for tracking purposes)
- Product Description
- Item Specifications:
 - Weight
 - Size
 - Color
 - Recycled / Non-recycled

Rhode Island is requesting the following information from Bidders in submitting proposed pricing for Paper products:

- For each order size requested by Rhode Island, please provide the following:
 - Premium Brand with the following data points:
 - Manufacturer Name
 - Manufacturer Code
 - Manufacturer SKU Number
 - Sheets per Carton
 - Cartons per Truckload
 - List price per Truckload (from Bidder catalog)
 - Offer Price per Truckload
 - House or Private Label with the following data points:
 - Manufacturer Name
 - Manufacturer Code
 - Manufacturer SKU Number
 - Sheets per Carton
 - Cartons per Truckload
 - List price per Truckload (from Bidder catalog)
 - Offer Price per Truckload

V. Change to Section II.A.12 of RFP

The language on pages 17-18, Section III.A.12 of this RFP shall be replaced by the following:

A.12 Customer Service: The Contractor(s) shall provide a single, local point of contact and a backup to handle questions and resolve problems that arise. At least one Customer Service Representative and one backup should be available during Contractor's operating hours. All service representatives should have on-line access to information to provide immediate response to inquiries concerning the status of orders, service call information, delivery information, back-order information, Statewide contract pricing, contracted product offerings/exclusions, billing questions or issues, contract compliance requirements, and general product information. Representatives should be available by phone, fax, or email (local or toll free number required). *Please indicate your company's ability to provide this level of service, and any other services you provide as a standard.*